

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

December 22, 2020

**ADDENDUM NO. 02**

Your reference is directed to File No. B3000016181P, Solicitation No. 3000016181 scheduled to be opened at 10:00 A.M. CT on January 6, 2021 for Request for Proposal for Stored Value Card Services for Louisiana Department of the Treasury.

**The following changes are to be made to the referenced solicitation:**

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**Refer to RFP Section 1.6 Schedule of Events, 3. Deadline to answer written inquiries**  
**Changed to read:** Deadline to answer written inquiries to be January 7, 2021.

**Refer to RFP Section 1.6 Schedule of Events, 4. Proposal Opening Date (Proposal Submission Deadline)**

**Changed to read:** Proposal Opening Date (Proposal Submission Deadline) to be January 28, 2021 at 10:00 AM CT.

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**Refer to RFP Section 2.1 Scope of Work/Services, Cardholder Fees, first bullet, page 33.**

**Currently reads:** The Contractor shall provide informational material to the Cardholder that clearly notifies the Cardholder of the potential fees involved in using the Stored Value Card. This must be provided in two (2) methods: 1) a brochure provided with the card; and 2) a wallet-sized card that can be carried along with the Stored Value Card. Each participating State Agency must review and approve all instructional or informational material before they can be mailed to Cardholders.

**Changed to read:** The Contractor shall provide informational material to the Cardholder that clearly notifies the Cardholder of the potential fees involved in using the Stored Value Card. This must be provided in two (2) methods: 1) a brochure provided with the card; and 2) *a card size that meets accepted industry standards for credit cards*. Each participating State Agency must review and approve all instructional or informational material before they can be mailed to Cardholders.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, or by

fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the file number and the proposal opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmission other than by fax are not being accepted at this time.

**Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.**

Revision: \_\_\_\_\_

For: \_\_\_\_\_ By: \_\_\_\_\_

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